

27 December 1961

FOR YOUR INFORMATION:

1. Agency Regulation [] sets forth six areas of activity for a continuing Records Administration Program to control and improve Agency records from the time of their creation to their disposition. These activities include:

- a. Reports analysis, improvement, and control.
- b. Correspondence standards, procedures, and improvement.
- c. Forms analysis, design, and control.
- d. Filing equipment and procedures.
- e. Records disposition and preservation.
- f. Vital records selection and storage for emergency use.

2. Since 1951 a central Records Staff had major responsibility to develop the Agency's Records Program. However, this summer the DDS announced a change in emphasis which reduced the size and functions of the Central Staff and requires individual offices to assume greater activity and records program responsibilities at the local office level.

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Records Officer, Office of Security